



Kiamichi Technology Centers

**Adult Coordinator
(Business & Industry Services)**

This position reports directly to the Campus Director and indirectly to the District BIS Coordinator. The Adult Coordinator is responsible for short-term adult education classes within Kiamichi Technology Centers, for the active promotion of Career and Technology Education and for economic prosperity and self-worth to business and individuals in the area. Adult Coordinators will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES: (Revised/Adopted: 03/10/2009)

The functions within this position will vary, but may include the following:

- Actively seek input from advisory committees, focus groups and/or business/civic leaders to ensure that services are based on community needs.
- Serve as liaison between business, industry and school personnel in determining and coordinating the following training needs: training objectives, scope of training, staffing, scheduling, organizing instruction, length of instruction, curriculum needs, safety precautions during training, and estimated cost of training.
- Responsible for maintaining accurate time records on all short-term and part-time instructors and for the timely submission of records to payroll.
- Responsible for the oversight, accuracy and timely submission of program enrollment data to the district office, ODCTE and other entities.
- Keep the District BIS Coordinator and Campus Director informed of campus activities.
- Teach and/or conduct classes, conferences, advisory committee meetings, etc., as directed.
- In cooperation with the District BIS Coordinator, work to align course offerings and curriculum of short-term instruction and full-time day instruction.
- Obtain and maintain BIS certification from the ODCTE.
- Maintain a current inventory of equipment and tools, to include its original cost.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district

Incumbents in this position should possess the ability to effectively present information and respond to questions from district staff, business/civic leaders, and the general public. The ability to read, analyze, and interpret general business periodicals and professional journals is required. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor's Degree, Master's Degree preferred, in the area of education or public administration or equivalent. Three (3) years experience in vocational education administration, technical management and/or managing a business or industry; or a combination of these experiences for a minimum of three (3) years.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.